

From: Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>
Sent: Tuesday, April 2, 2019 11:59 AM
To: ACT Test Coordinators, High School Principals, and DACs
Subject: WI Statewide ACT Assessments Update - Apr 2

Dear educators,

The final state testing dates for ACT and WorkKeys are April 2 and 3 with five-day accommodations testing windows. FedEx is scheduled to pick up standard materials on April 4 and accommodated materials on April 10. If FedEx does not arrive, please call ACT to reschedule pick up at 800-553-6244 x2800.

The Office of Student Assessment is conducting a survey to gather information on the value and usage of the WorkKeys assessments in Wisconsin schools. District Administrators received an email with a survey link from OSAMail@dpi.wi.gov on March 13. OSA has requested that DAs complete the survey by **April 3**.

Please see below for more timeline updates related to ACT and Aspire.

Deadline for Entering Aspire Online Testing Accommodations and Supports - April 3

As was communicated in the March DAC Digests and March biweekly ACT emails, the deadline for entering accommodations into the PNPs for online testing has been updated to April 3. The [Schedule of Events](#) has been updated to reflect this change.

If you need to make changes to a PNP after April 3,

- you will need to call Aspire Customer Care to do so: 855-730-0400;
- and, there may be a 24-hour delay before you can resume the student's test.

Enter Codes for Students Who Take DLM or Do Not Test – Deadline April 12

If students take the DLM or do not take ACT or WorkKeys for any other reason, please indicate the reason under State Use Question #1 on the student details screen in PearsonAccessNext.

- The deadline for entering these codes is April 12.
- Instructions are in the [WI Administration Supplement](#)

Aspire Test Administration Manuals

As a reminder, all test administration manuals for Aspire are found online and can be downloaded and printed. To download the resource in full, follow the links below and then click on the download icon in the grey bar, top right corner.

- [Test Coordinator Manual](#)
- [Accessibility User's Guide](#)
- [Room Supervisor Manual - Online](#)
- [Room Supervisor Manual - Paper](#)
- [Administration Supplement - Wisconsin Spring 2019](#)

ACT Score Report Schedule

3-8 weeks after testing, sent in batches

- Paper student report sent to the student's home
- Paper student report sent to the school
- Student score labels sent to the school
- Checklist report sent to the school
- Scores sent to the colleges the student selected during the non-test session

By June 14

- High School Profile Report available in PANext
- District Profile Report available in PANext
- Student level data file for the district available in PANext

ACT Score Report Resources

- [ACT Score Report Schedule](#)
- [Links to sample reports](#)
- [Wisconsin ACT performance levels](#)

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

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Student Data

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Choice Program and Test Security

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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.